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June 29, 2006

MEMORANDUM

NSLP 2007-02
RCCI 2007-03
SMP 2007-02

To: All Program Sponsors

From: Pat Cook and Katherine Stewart, RD, CPFM
Office of Child Nutrition and School Health
Nutrition Education Program Consultants

Subject: 2007 Civil Rights Training

In accordance with regulations for all USDA nutrition assistance programs, all programs must have a civil rights complaint policy and adhere to the Civil Rights Instruction FNS 113. Regulations for all nutrition assistance programs and twenty-four years of guidance has been standardized and consolidated in Civil Rights Instruction FNS 113 – located at:

<http://www.fns.usda.gov/cr/Documents/113-1.pdf>.

A component of this regulation is a requirement that all persons participating in your program receive at least annual training related to civil rights and your in-house policy for investigation of civil rights complaints. This training must be documented. Training documentation must be maintained in the same manner as your program documents, at a minimum, 3 years plus the current school year. This is a component of the comprehensive review evaluation process.

A MS Power Point presentation to aid in the presentation of these materials may be obtained at:

<http://www.doe.nv.gov/edteam/ndeoffices/schoolhealth/school.html>

To be in compliance with these regulations, your program must also prominently display the "Justice for All" poster. If you need additional posters, please contact the Office of Child Nutrition, (775) 687-7286. Collection of racial/ethnic data must capture data as indicated:

An Equal Opportunity Agency

	<u>ETHNIC CATEGORY DEFINITIONS:</u>
Hispanic or Latino (Spanish Origin)	A person of Cuban, Mexican, Puerto Rican, Central or South American, or other Spanish culture or origin, regardless of race.
	<u>RACIAL CATEGORY DEFINITIONS:</u>
American/Indian/Alaska Native	A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
Asian	A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
Black or African-American	A person having origins in any of the black racial groups of Africa.
Native Hawaiian or Other Pacific Islander	A person having origins in any of the original peoples of Hawaiians, Guam, Samoa, or other Pacific Islands.
White	Persons having origins in any of the original peoples of Europe, Middle East, or North Africa.

"This institution is an equal opportunity provider."